


ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT

CORRECTED

	HUMAN RESOURCES OFFICE Washington National Guard Building 33, Camp Murray Tacoma, WA 98430-5130	Announcement number 10-064-ARNG Opening Date 15 June 2010
Position Title, Series & Grade Human Resource Assistant, GS-0203-05/06/07		APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON: 30 June 2010
PD Number: D1049000/D1048000/D1047000		SEE NOTE
Location of Position: Human Resources Office Camp Murray, WA		Baseline physical <input type="checkbox"/> Is required within 30 days of employment per OSHA regulation and NGB* <input checked="" type="checkbox"/> Is not required *This physical will be used to determine fitness and eligibility for continued employment
Salary Range: \$33,414 PA to \$43,434 PA \$37,246 PA to \$48,417 PA \$41,390 PA to \$53,811 PA		Website address: http://mil.wa.gov/jobs/federal_job_ops.shtml
APPOINTMENT FACTORS		
Area of Consideration <input checked="" type="checkbox"/> Area A – Nationwide Excepted: Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard. <input checked="" type="checkbox"/> Area B – In-state Excepted: All participating members of the Washington Army and/or Air National Guard. <input checked="" type="checkbox"/> Area C – In-service Excepted: All presently employed permanent excepted technicians, indefinite excepted technicians, and AGR members with excepted technician reemployment rights. <input type="checkbox"/> Area D – In-service Competitive: All presently employed permanent competitive technicians of the Washington Army National Guard.		CURRENT BARGAINING UNIT STATUS <input type="checkbox"/> Bargaining Unit <input checked="" type="checkbox"/> Non-Bargaining Unit Appointment Factors: <input type="checkbox"/> Officer <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Warrant Officer <input type="checkbox"/> NDS (Competitive) <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Indefinite
Military Assignment & Grade Requirements		
MOS: 42A Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.		Military Grade Available: E7 and below Please note: Grade Inversion <u>will not be permitted</u> TPR 300 (302.7, change 8 para c)

Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized	<input type="checkbox"/> PCS expenses are authorized
<input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.	
Minimum Requirements for Consideration	
General Experience: Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.	
Specialized Experience: Must have 6 months for GS-05 . May be promoted to GS-06 without further competition upon completion of an IDP. Must have 9 months for GS-06 . May be promoted to GS-07 without further competition upon completion of an IDP. Must have 12 months for GS-07 . Must have specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.	
Other Requirements: All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army.	
The following Selective Placement Factors (SPFs) will be considered in the evaluation process	
Element I – Ability to follow established guidelines.	
Element II – Knowledge of basic rules, regulations and policies which govern performance of the work.	
Element III – Ability to communicate both orally and in writing.	
Element IV – Ability to process a wide range of transactions.	
Element V – Ability to prepare reports from various source documents.	
Employment Conditions	
<ol style="list-style-type: none"> Technicians are paid through direct deposit/electronic funds transfer. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government. <u>Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.</u> Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f) 	
Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.	
SUMMARY OF DUTIES	
This position is located in the Human Resources Office. Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. Provides technical assistance in the area of recruitment and placement. Assists classification specialist by performing job audits and making classification determinations on a variety of clerical, and technical occupations (GS-07 and below) and Wage Grade occupations where standards clearly apply. Provides technical assistance in executing the employee relations program. Provides assistance to the Human Resources Development Specialist. Serves as Executive Secretary for the employee recognition awards program. Receive visitors and telephone calls. Keeps the supervisor's calendars, appointments, meetings, conferences. Orders office supplies and is the time-keeper for the office. Provides assistance in the procedural aspects of the office including power point slides, general reports and any outgoing correspondence. Performs other duties as assigned.	

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:

- MIL Form 175 "Application for Technician Vacancy"
- MIL Form 174 "Chronological Listing of Military Service"
- OF 306 "Declaration for Federal Employment"
- SF 181 "Race and National Origin Identification"
- SF 256 "Self-Identification of Handicap"
- Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
- One of the following:
 - a) OF 612 "Application for Federal Employment", with original signature;
 - b) Personal Resume, with original signature; or
 - c) SF 171 "Personal Qualification Statement", with original signature. Whatever form is used, please only list experience related to the position you are applying for. **IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.**
- Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. **EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION.** The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED OR RETURNED.**
3. College Transcripts **MUST** be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-8363
DSN 323-8363